



**INDUSTRIAL HYGIENE EQUIPMENT CALIBRATION**  
**SENDING EQUIPMENT OUT FOR CALIBRATION**

9/92

**PURPOSE**

To provide instructions for the shipping of ES&H Section equipment.

**EQUIPMENT**

- IH Equipment
- Purchase Requisition
- Material Move Request Form

**PROCEDURE**

1. Fill out a Purchase Requisition. Call the manufacturer for an estimate of cost. Assure they perform NIST traceable calibrations.
2. Mark on the requisition that the calibration must be NIST traceable.
3. Use budget code CFX.
4. Fill out a Material Move Request.
5. Submit forms for approval.
6. When the equipment is picked up, send it in it's case. Shipping and Receiving will package the equipment for shipping.
7. Mark on the Callist that the equipment has been sent out with OUT in the calibration date box.
8. When the equipment is returned, file the calibration paperwork in the equipment notebooks. Mark the Callist with the updated calibration dates.